

What a Project Safe Neighborhoods Grant Application Must Include

Proposals and budget must be 10 pages or less and must be submitted using the outline set forth by the Bureau of Justice Assistance:

I. Program Narrative (Attachment 1)

The program narrative must be no more than 10 pages (*including the budget*), addressing elements A-D below. Applicants are encouraged to consider comprehensive strategies and promising practices to address gun and gang crime. For more on these innovative approaches visit: www.ojp.usdoj.gov/bja.

- A. **Problem and Proposed Strategy** - Develop a concise picture of the gun and/or gang crime problem to be addressed with the requested funds. Describe the district's current gun and/or gang crime problem, including data to support the problem, and what has been done to date. Identify the target area (district-wide, county, etc.) for focused PSN efforts. Describe which elements of the district's PSN strategy need additional funding and why, and identify any gaps in services. Explain how additional funding will be coordinated with other programs or related funding. Briefly explain how this initiative will be coordinated, listing organizations and partners involved in the planning and implementation process. *(Please also provide a one to two summary paragraph regarding your program.)*

- B. **Goals and Objectives** - Describe the goals and objectives of the proposed project. Goals should specifically address the problem identified in (A) above. Objectives are specific statements outlining how the strategy's broader goals will be achieved; are quantifiable; and focus on the methods used by the project to address the problem. Specific goals of the program are:

- (1) To create safer neighborhoods by reducing gun violence and gun crime, and sustaining that reduction;
 - (2) Reduce the occurrence of violent “gang-related” incidents through both reactive and proactive efforts supported by enforcement planning coordinated with federal, state and local law enforcement and informed by data and real-time intelligence; and,
 - (3) Reduce the occurrence of youth “gang-related” incidents and increase positive outcomes for youth at high risk for gang involvement through targeted, evidenced-based gang prevention *(for grantees using funding for prevention programming)*.
- C. **Implementation Plan** - Include a plan for implementing the strategy in (A) above. The implementation plan should provide a clear overview of when the project’s objectives and action steps will be implemented and completed. The plan should also include a detailed time line, in chart form, that identifies milestones for significant tasks.
- D. **Program Evaluation/Plan for Collecting Data for Performance Measures** - Applicants must collect data relevant to the goals listed in their application. Identify how data for goals and objectives will be collected and used for future improvements or strategies. BJA will provide grantees with specific performance measures to be used for semi-annual progress reports. Some examples are:
- (1) Percentage of targeted PSN sites reporting a reduction over the previous year in the number of homicides with a firearm; and,
 - (2) Percentage of targeted PSN sites reporting a reduction in the number of combined homicides, aggravated assaults, and robberies that are committed with a firearm:

- (a) *Number of homicides with a firearm experienced during the current reporting period within the targeted PSN site*
 - (b) *Number of combined homicides, aggravated assaults, and robberies that are committed with a firearm during the current reporting period within the targeted PSN site.*
- (3) The percentage of combined homicides, aggravated assaults, and robberies that are “gang-related”:
 - (a) *Total number of “gang-related” homicides that occurred during the current reporting period;*
 - (b) *Total number of “gang-related” aggravated assaults that occurred during the current reporting period;*
 - (c) *Total number of “gang-related” robberies that occurred during the current reporting period; and,*
 - (d) *Total number (“gang-related” and non “gang-related”) homicides, aggravated-assaults, and robberies that occurred during the current reporting period.*
- (4) The percentage of youth completing program requirements:
 - (a) *Total number of youth participating in the program during the current reporting period;*
 - (b) *Number of youth that completed the program during the current reporting period; and,*
 - (c) *Number of youth that exited the program during the current reporting period without completing the program.*

II. Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable, reasonable, cost effective, and reflects the activities in the program narrative. Applicants must submit a budget worksheet and budget narrative in one file. Outline the budget worksheet for the program including summaries and general breakdowns of all personnel costs, supplies, contracts and professional services, equipment, and travel expenses. Include a budget narrative providing justification for all proposed costs. For example, the narrative should explain how travel costs were estimated or why particular items, equipment or supplies must be purchased, and how overhead or indirect costs were calculated. It should justify the specific items listed in the budget and demonstrate that all costs are reasonable.

A budget detail worksheet form is available on OJP's website at http://www.ojp.gov/funding/forms/budget_detail.pdf.

III. Additional Contents:

In addition, the proposal outline set forth above should include the following information:

1. Describe the proposed program, including the target audience, geographical reach (cities, neighborhoods), parties involved, and other organizations that will participate or be affected by the program.

2. Describe the expertise and background of the organization and explain its qualifications for participating in the proposed program.
3. Describe the strategy to be employed, the purpose and goals of the proposed program, and how the proposed program is going to meet the goals of the PSN Initiative and/or Anti-Gang Initiative of reducing gun and gang violence, including all major activities to be performed and the time frames for each activity to be performed.
4. Describe the resources available to meet the goals of the PSN and Anti-Gang Initiatives and the proposed program.
5. Describe the methods to be used to measure success in achieving the program's stated goals.
6. Describe how the program may (or will) be sustained after the end of the grant period. Will efforts be made to develop private funding sources to expand or sustain the program into the future?